

City of Rockville **MPIA Guidelines**

I. Requesting Public Information from the City of Rockville, MD.

The City of Rockville is required to grant access to public records in accordance with Maryland's Public Information Act ("MPIA"), Title 10, Subtitle 6, Part III of the State Government Article. The City Manager is the City's official custodian of records ("Custodian of Records") for MPIA requests. Requests for information under the MPIA only require production of existing documents under the control of the City. The MPIA does not require the City to compile information from existing documents or create documents in response to general inquiries.

II. How to make a request

Requests for public information must be made to the City Manager's Office. A request for public information may be mailed, sent by facsimile, or e-mailed to:

City Manager's Office
Attn: MPIA Coordinator
111 Maryland Ave.
Rockville, MD 20850

240-314- 8130 (Fax)

citymanager@rockvillemd.gov

III. Guidelines for a Written Request

When making an MPIA request, you are encouraged to use the attached request form. Your written request should include your name, address, phone number and/or e-mail address in case staff needs to contact you. Your request should sufficiently identify the records that you are seeking including a clearly identified subject matter, specific dates or ranges of dates of documents requested, and names or titles of individuals that may have documents responsive to your request, if known, so that responsive documents can be more readily retrieved.

IV. Time Limits

The City will respond in writing within 30 calendar days of receiving your request. (A response may include copies of the records requested or notification that records are available for your review.) Should the City need additional time, due to the nature of the request, City staff will contact you to discuss an extension of time. If the City is not the appropriate custodian of records, staff will contact you within 10 calendar days of receipt of the request.

V. Fees

A. Processing Fee

The first two hours of staff time for search, review and copying of documents is free. After the first two hours, the City will charge a flat fee of \$40 per hour, which is the amount the City finds is reasonable under § 10-621(a) of the MPIA.

B. Copying Fee

The first 40 pages of black and white, single-sided copies of documents requested are free. Beyond that, the City will charge fees for copies in accordance with the attached Fee Schedule.

Staff will notify you of their estimate for search, review, and copy costs as soon as possible. No records will be released until all required fees are paid. For large requests, the City may require a deposit prior to undertaking collection and copying of records. (Response time may need to be extended should prolonged fee discussions take place.)

C. Waiver of Fees

A waiver of fees may be requested in writing to the Custodian of Records. The Custodian of Records may waive a fee if, after the ability of the applicant to pay the fee and other relevant factors have been considered, the Custodian of Records makes the determination that the waiver would be in the public interest.

VI. Questions

Any questions regarding the City's MPIA Guidelines and/or process should be directed to the MPIA Coordinator at 240-314-8139.